

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TEXAS**

**Redaction and Electronic Restriction**

Counsel,

For requesting redaction/electronic restriction of personal information in documents or pleadings filed in our Court:

- If the case is closed, there is no need to reopen the case solely to file a motion to redact.
- Effective December 1, 2014, use the CM/ECF new event: Motions/Applications > **Redact (25.00 Fee Per Case)** and pay the \$25 filing fee.
- Attach and upload our local form [Order Granting Restriction of Electronic Access](#), available on our website.
- The Order lays out the procedure for restricting access to personal information, as well as the filing of a redacted version of the document once the order is granted. If you have not already, please begin using this form Order.
- This type of motion can be granted ex parte. Upload as an ex parte order type and do not include objection language.
- The recommended docket event to file the redacted document is Other > **~Document** and type "Redacted" in the docket free text before the document description. This will prevent the setting of new case deadlines and/or filing fees, as well as help identify the purpose of the filing. You may link the redacted filing to the original document.

Thank you for your attention.